

# **Attachment L**

## **Client Reference List & Questionnaires**

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**The following two actions/elements are required:**

1. Reference List
2. Client Reference Questionnaire

### **Reference List and Client Reference Questionnaire Requirements:**

- Using the Reference List table provided on page 2 of this attachment, each bidder must provide a list of client references.
- Bidders will ask each reference listed to complete a Client Reference Questionnaire (Attachment L-1) to evaluate their performance.
- Bidder must prepare, notify, and send the Client Reference Questionnaire to each reference listed on the Reference List.
- The client reference will complete the Client Reference Questionnaire and return it to OMES Central Purchasing by mail or email.
- For each bidder a minimum of three (3) Client Reference Questionnaires must be returned to OMES Central Purchasing.
- To ensure receipt of an adequate number of reference responses, bidders should list and send a Client Reference Questionnaire to more than three client references.
- Each bidder is responsible for making sure that their clients receive the questionnaire, complete the questionnaire, and return the questionnaire.
- All returned questionnaires **MUST** be signed by the client. If a questionnaire is not signed, it will **NOT** be counted/considered.
- The reference listed must complete the questionnaire (bidders cannot have consultants or third parties evaluate their performance).
- All projects must be complete or fully implemented (the client must be able to respond to the questions).
- References must be for different projects/contracts. Bidders cannot list multiple individuals as separate references for the same project/contract.
- The State may contact the reference to clarify a questionnaire rating or to check for accuracy. If the reference cannot be contacted, the questionnaire will be deleted and no credit given for that reference.

### BIDDER'S REFERENCE LIST

	CLIENT NAME	POINT OF CONTACT	PHONE NUMBER	DATE IMPLEMENTED	INMATE POPULATION SERVED	# OF SITES	SOLUTIONS PROVIDED
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							